

Compensation and Benefits

The base salary range for this position is \$127,530 - \$155,014 annually. The current Terms & Conditions of Employment for Executive/Mid-Management employees expires on June 30, 2012. The City of Seal Beach also offers an attractive compensation and benefit package that includes:

- ◆ Retirement: City currently pays employees share of PERS contributions for the 2% at 55 plan (single highest year). The Current Memorandum of Understanding expires on June 30, 2012. While the City does not participate in Social Security, new employees contribute 1.45% of wages to Medicare.
- ◆ Holidays: The City observes 11 paid holidays, plus one floating holiday.
- ◆ Vacation: After one year of continuous service, 120 hours per year. Thereafter, Executive Management employees are given an additional 8 hours annually.
- ◆ Sick Leave: Accrued at the rate of eight (8) hours per month.
- ◆ Administrative Leave: 96 hours per year.
- ◆ Cafeteria Plan: The City offers a “cafeteria style” flexible benefits plan, with a fixed monthly contribution provided by the City allowing employees to pay out-of-pocket health benefit premiums (medical, dental and vision) on a pre-tax basis.
- ◆ Life Insurance: The City provides basic group term life insurance for employees in an amount equal to \$50,000. Premiums are fully paid by the City.
- ◆ Income Continuation (Long Term Disability): The City provides for income continuation of 67% of the employee’s monthly salary up to a maximum of \$5,000 per month, whichever is less with premiums fully paid by the City.
- ◆ Flexible Spending Account: Plan allows employees to set aside pre-tax dollars for a wide variety of eligible nonreimbursable medical expenses and/or eligible dependent care expenses.
- ◆ Deferred Compensation: The City contributes 3.5% to an ICMA-RC 457 Deferred Compensation Plan.
- ◆ Employee Assistance Program: Available to City employees and their families for confidential, short-term counseling.
- ◆ Tuition Reimbursement: Reimbursement is capped each calendar year at the rate of the California State University system for up to two (2) semesters of full-time undergraduate enrollment.



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please forward (email preferred) a letter of interest, your resume--including your current salary--and five work- related references (who will not be contacted until mutual interest is established) to:

Bill Avery or Ann Slate
Avery Associates
3 ½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
Fax: 408.399.4423
E-mail: jobs@averyassoc.net



Schedule – Key Dates

Application deadline	January 6, 2012
Notify candidates selected for oral board	January 26, 2012
Oral Board Interviews	Mid-February
Final Interviews	Late February

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or Ann Slate at 805.459.5132.

The City of Seal Beach

invites your interest for the position of



Finance Director

The City of Seal Beach

The City of Seal Beach is the coastal gateway to Orange County located between the cities of Long Beach and Huntington Beach. This community of 26,000 residents has a quaint small town atmosphere with tree lined streets and friendly neighborhoods. Situated at the mouth of Alamitos Bay, Seal Beach provides access for boats and yachts entering the Pacific Ocean to and from Huntington Harbor. Seal Beach is also the home of Leisure World, a gated senior citizen community of almost 9,000 residents, and one of the first major planned communities of its kind. The 5,256-acre Seal Beach Naval Weapons Station, and the 920-acre Seal Beach National Wildlife Refuge comprises 2/3 of the land within the 13.23 square-mile City.



Seal Beach encourages community involvement and is committed to providing a safe and healthy environment within a sound economic atmosphere. Last year, the City received national recognition for its receipt of the Best Restored Beach Award for a project that nourished and improved a narrowing beach just south of its historic pier. The main beach provides one mile of white sandy beaches attracting nearly one million tourists per year.

Seal Beach offers a wide array of activities and interesting destinations including the recently restored beach, pier, shopping, and fine dining. Its beautiful Southern California coastal setting, with outstanding weather and ample recreational opportunities, makes Seal Beach a very desirable place to live and work.

City Government

Governed by a five-member council, who are elected by district, Seal Beach operates under the council/city manager form of government as a charter city. The programs and services provided by the City of Seal Beach are accomplished through seven City departments: City Manager, Finance, Development Services, Public Works, Community Services, Marine Safety, and Police. City Attorney services, information technology and fire protection are provided under contract. The City employs 92 full-time employees, and 90 -150 part-time employees depending on the season.



The General Fund budget for 2011-12 is \$26.2M with a total city budget of \$60.6M. The City is financially stable with adequate reserves in the 2011-12 fiscal year.

The Department

The Finance Department is responsible for managing the City's financial operations in accordance with established policies and procedures. The Department is comprised of the following functional areas:

- ◆ Finance
- ◆ Budget
- ◆ Treasury

The department's priorities are to be prudent in classifying and recording transactions, ensuring that the City assets are safeguarded against theft or misuse, preparing financial reports, and conducting fiscal planning of the City and the Redevelopment Agency. The Director oversees a staff of 6 FTE and an operating budget of \$623,000.



The Ideal Candidate

The ideal candidate will be a strong, innovative leader with the proven ability to bring creative management and operational solutions to the organization. Top-flight administration and communication skills, combined with a high level of finance expertise, are essential for this role. In addition, a strong focus on work relationships in interacting with the City management team, City employees, and the greater community is of paramount importance. As the Director of Financial/City Treasurer, knowledge of municipal finance investment management and confidence in explaining its intricacies in a public setting will also be essential. The new Director will be a key member of the City's negotiating team and will contribute as a member of the Executive Team as a problem solver of citywide issues.



The successful candidate will have a well-rounded finance background of broad and extensive experience in municipal finance activities and tenure at the division management level or higher, including familiarity of the full range of financial management duties in the areas of financial planning/analysis, revenue collection, and budget development. This position requires a BS/BA degree in finance, accounting or a closely related field. A CPA and/or MBA/MPA are ideal and experience with redevelopment, grants and enterprise funds is highly desirable.